

## Countdown to doctoral degree

(according to the RerNat-O)

### - Checklist -

| Time (approx.)                      | Task   | <input checked="" type="checkbox"/> |
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| <b>6 months before submission</b>   | <p>In the last thesis advisory committee meeting, discuss with your committee members about the thesis submission and potential <i>members of the examination board</i> for your thesis defense.</p> <ul style="list-style-type: none"> <li>Rules for the composition of the examination board (for details see RerNat-O 2018 §11): <ul style="list-style-type: none"> <li>The examination board should be composed of a minimum of six members, including at least three from your doctoral program, covering all research areas dealt with in your doctoral thesis. <u>Important:</u> Please check the composition with the respective deanery or program office.</li> <li>All members must hold an examination accreditation in GAUSS. Especially if external members are requested to be included, they have to apply for an individual examination accreditation (see <a href="https://www.uni-goettingen.de/en/577091.html#einzeln">https://www.uni-goettingen.de/en/577091.html#einzeln</a>).</li> </ul> </li> </ul> <p><u>Important:</u> Make sure the respective person(s) applies for the examination accreditation long before you want to apply for admission to the doctoral examination, so that, if the application is unsuccessful you can still change the examiner. Only after the approval of the <i>application for individual examination accreditation</i> you can finally apply for the doctoral examination procedure.</p> <ul style="list-style-type: none"> <li>The two reviewers of your dissertation (usually members 1 and 2 of your thesis advisory committee) need to have the examination accreditation for your specific Ph.D. program, and at least one of them has to be a member of your thesis advisory committee. Furthermore, one of the reviewer has to be a member of the professorial group of the University of Göttingen.</li> </ul> <p>Do not only ask potential members if they would be willing to serve in your examination or for examiner 1 and 2 to act as reviewers, but also if they will be available to take active part in your thesis defense (about 5-7 weeks after submission).</p> |                                     |
| <b>5-6 months before submission</b> | <p>Make sure that you have fulfilled the credit requirements according to your program specified in the corresponding appendix of the RerNat-O, and that you have attended the <u>mandatory Seminar on Good Scientific Practice</u>. The credits need to be collected on your <i>Checklist for PhD Students (proof of performance or Leistungsnachweis)</i>.</p> <p><u>Important:</u> This also includes special teaching requirements. Please check your degree regulations well ahead of time and make sure you have fulfilled the requirements.</p>   |                                     |

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| <b>min. 4 months before submission</b> | <p>Discuss with your supervisor if you will write a monography (§10 (2)), or a manuscript-based thesis (§10 (3)).</p> <p>In case of a manuscript-based dissertation: application is not required; make sure to check possible copyright issues for publication of your thesis with the journal publishers well in advance!</p>  |  |
| <b>2-3 months before submission</b>    | <p>Ask your supervisor when he/she will have time to proofread the final draft of your dissertation and plan accordingly.</p>   |  |
| <b>6-7 weeks before submission</b>     | <ul style="list-style-type: none"> <li>• Inform your program office or deanery of the planned submission (informal by e-mail). If not already done, clarify whether all members of your examination board hold an examination accreditation, and submit the proposal for your examination board according to the criteria of RerNat-O §11 (see above). <ul style="list-style-type: none"> <li>○ Send your filled and signed checklist (TAC-meetings and credit achievement) to your deanery or program office for approval.</li> </ul> </li> <li>• Arrange date, time and location for your thesis defense with the members of your examination board. <b>Important:</b> the thesis defense has to take place approximately 5-7 weeks after the thesis submission.</li> </ul> <p>In case of scheduling conflicts with a member of the examination committee, please select a new member available for your thesis defense (approval is required as well).</p>   |  |
| <b>2-3 weeks before submission</b>     | <p>Only in well-founded cases: discuss with your supervisor if you need to apply for a restricted online publication / embargo (§21 (8)). In this case only an abstract will be published for one year after the thesis defense; you may already receive your doctoral certificate.</p> <p>For more information, see <a href="https://www.uni-goettingen.de/en/577097.html">https://www.uni-goettingen.de/en/577097.html</a></p> <p>Please note, it is <u>not</u> possible to apply for an embargo <u>after</u> your thesis defense.</p> <p><b>Important note:</b> <i>If you are considering pursuing an academic career, please make sure that you familiarize yourself with the eligibility criteria of various funding agencies concerning the cut-off dates for applying for fellowships. Especially the highly attractive longer term or junior group funding schemes (e.g. Emmy Noether, Sofja Kovalevskaja, Helmholtz, Fritz Thyssen) are varying in this regard. For some the cut-off date is the date of your PhD certificate, for some it is that of your thesis defense, which makes a noteworthy difference when, for example, you can only apply up to four years after your PhD. In this regard, please make yourself familiar with these regulations early on and, if possible for you, consider a restricted online publication to avoid missing the chance to apply for these funding schemes. Please check the cut-off dates of a selection of fellowships <a href="#">here</a> (please note the list is not exhaustive).</i></p> |  |

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| <p><b>Format of dissertation</b></p> | <p>Information for templates and details on what to include in the dissertation can be found in §10 RerNat-O:</p> <ul style="list-style-type: none"> <li>• <a href="#">Cover page</a> according to the template in Annex 2/Anlage 2 of the RerNat-O</li> <li>• <a href="#">Page 2</a> – (has to include all members of the examination board and date of thesis defense)</li> <li>• No other format requirements apply.</li> <li>• Use of AI Tools – Declaration Requirement <ul style="list-style-type: none"> <li>○ In accordance with the rules of Good Scientific Practice, you must make transparent if you have used AI tools in your thesis. This includes specifying which one(s) were used, for what purpose, and to what extent.</li> <li>○ You may use the <a href="#">Declaration template</a> provided by the University, but you must name the exact AI tool(s) used.</li> <li>○ The declaration can be included, for example, on page 3, before the references, as specific footnotes, or before individual chapters.</li> </ul> </li> <li>• Do <u>not</u> include: <ul style="list-style-type: none"> <li>○ Affidavit (already included in the <i>Promovierendenerklärung</i> you submitted at the beginning of your PhD)</li> <li>○ CV</li> </ul> </li> </ul>  |  |
| <p><b>Day of submission</b></p>      | <p><i>Submission of the dissertation and application for the doctoral examination is made online via <a href="#">eCampus</a>. Please use the form <i>Application for doctoral examination</i> (Promotionsprüfungsantrag/Antrag auf Promotionsprüfung) (see <a href="https://www.uni-goettingen.de/en/637895.html">https://www.uni-goettingen.de/en/637895.html</a> for further instructions).</i></p> <ul style="list-style-type: none"> <li>• The following data and documents are requested in the submission <a href="#">form</a>: <ul style="list-style-type: none"> <li>○ Final <i>title</i> of your dissertation.</li> <li>○ Declaration which <i>doctoral degree</i> (Ph.D. or Dr. rer. nat.) you wish to receive. Please note: you may only use the doctoral degree you have been awarded, i.e. if you were awarded a “Ph.D.”, you may not use the title “Dr.” and vice versa.</li> <li>○ Proposal for (two) reviewers of your thesis and (four) further <i>members of the examination board</i>, including their <i>valid email addresses</i> (<u>Important</u>: all members must hold an examination accreditation in GAUSS at this step).</li> <li>○ <i>Time, date, and location</i> of thesis defense</li> <li>○ <b>Upload of the following documents:</b> <ul style="list-style-type: none"> <li>» One electronic version (PDF) of the <i>dissertation</i> (identical to the bound version)</li> <li>» Copy/scan of the <i>Promovierendenerklärung</i>, which you have completed at start of your PhD</li> <li>» approved <i>Checklist for PhD Students / proof of performance / Leistungsnachweis</i></li> <li>» CV</li> <li>» Optional: <ul style="list-style-type: none"> <li>› copies of <i>publications</i> in connection with dissertation</li> <li>› application for <i>restricted online publication</i>, if applicable (see above)</li> <li>› <i>consent</i> to video-disputation, if applicable</li> </ul> </li> </ul> </li> </ul> </li> </ul> |  |

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|   | <p>› other documents</p> <ul style="list-style-type: none"> <li>○ <b>Submit as hardcopy</b> the signed PDF <i>Application for doctoral examination</i>* (which you receive at your email-address registered in eCampus after you have sent the online form) to the respective deanery or program office together with the following documents (<i>as long as those are <u>not</u> uploaded in the form</i>):</li> <li>○ <i>Bound copy(s) of your dissertation</i> (<u>please ask for the number of copies required by your faculty at the relevant dean's office</u>). Please check with your examination board who would like to receive a printed version of your dissertation - you are responsible for the distribution.</li> <li>○ If not already submitted at the time of admission to the doctoral program: Originals or certified copies of university <i>degree certificates (M.Sc./Diplom)</i>, in English or German. If certificate is not available in English or German: translations by an accredited interpreter. If applicable: confirmation of equivalent degree (in case of foreign degree certificates)</li> </ul> <p>*<u>please note</u>, the examination procedure can only start once the respective deanery or program office has received (at least (via email) the digital version of) the signed <i>Application for doctoral examination</i>. The submission of the signed application meets the submission deadline.</p> |  |
| <b>Approx. 5-7 weeks after submission: thesis defense</b> | <ul style="list-style-type: none"> <li>• At least two thirds of the members of the examination committee have to be present at your defense including at least two reviewers of the dissertation.</li> <li>• The disputation may be conducted by means of a suitable system by way of video and audio transmission in accordance with §16 Para. 2, provided you agree to this procedure at least in text form.</li> <li>• Audio and/or video recordings of the oral examination are not permitted.</li> </ul>   |  |
| <b>After thesis defense</b>                               | <ul style="list-style-type: none"> <li>• Should you need a preliminary certificate, inform the GAUSS Office. We will prepare and send it to you (please allow 5-10 days).</li> <li>• You can exmatriculate the day after the defense – enrollment as a student is not necessary for the thesis publication. If you do so within one month after the official start of lectures in the current semester, i.e. approx. 6-7 weeks after 1 April/1 October, you can apply for reimbursement of the semester fee (see <a href="#">here</a>).</li> <li>• You may inspect the thesis evaluations and minutes of the thesis defense. Please contact the GAUSS Office.</li> <li>• Revise your dissertation (check with supervisor and examination board members if revisions are required) and prepare for publication.</li> <li>• <b>IMPORTANT:</b> you may use the doctoral title only <u>after</u> receiving the official doctoral certificate.</li> </ul>  |  |

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| <b>Graduation ceremony</b>  | <p>The graduation ceremony is a purely ceremonial event (you will not receive a doctoral certificate). You are automatically registered for the upcoming ceremony. Please find the exact date on your admission to the doctoral examination. If you cannot take part in the graduation ceremony, please contact the GAUSS Office.</p> <p>To be able to take part, the <u>minutes</u> of your thesis defense have to <u>arrive</u> at the GAUSS office <u>at least one week before the ceremony</u>. Please keep this in mind (and maybe remind your supervisor) should your defense take place shortly before this deadline.</p>  |
| <b>Max. one year after date of thesis defense</b>                           | <ul style="list-style-type: none"> <li>• Complete the required revisions and get a signature on the revision certificate (<i>Revisionsschein</i>) from your supervisor.</li> <li>• Publish thesis (see <a href="https://www.uni-goettingen.de/en/577097.html">https://www.uni-goettingen.de/en/577097.html</a>).</li> <li>• Submit the revision certificate and the proof of publication to the GAUSS Office (see RerNat-O §21; in case of publication via SUB, the proof is send to us directly)</li> </ul> <p>IMPORTANT: <b>you</b> have to keep the exact deadline in mind since GAUSS will <b>NOT</b> remind you of the publication. If you miss the deadline for the publication of the dissertation, you lose the right to receive the doctoral degree!</p> <ul style="list-style-type: none"> <li>○ Only in exceptional, well-founded cases and upon application, the program committee may extend the one-year deadline.</li> </ul>   |
| <b>Approx. 4 weeks after submission of publication to the GAUSS Office*</b> | <p>(*during vacation periods processing times take a little longer - please understand that this is beyond our control)</p> <p>The GAUSS Office can give or send you your doctoral certificate. We will inform you via email as soon as your documents are ready for collection. Details of a possible delivery are provided within this email.</p> <p>You receive the certificate and may now officially call yourself Dr.rer.nat. or Ph.D.!</p> <p>Many congratulations!</p> <p><u>Advice:</u> Because of the risk of fraud with the information on the certificate, we recommend that you do not post a photo of your doctoral certificate on the Internet (e.g. on LinkedIn, Instagram, Facebook).</p> <p><u>For international students:</u></p> <p>In case you need a legalization of your doctoral certificate for international use - Apostille - please check <a href="#">HERE</a> for information and how to receive the special authentication (which includes a preliminary certification by the University of Göttingen and the authentication or apostille from the Göttingen Police Headquarters - these are easier to obtain while still in Göttingen)</p> |